

April 17, 2002

To: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne Brathwaite Burke  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

#### **QUARTERLY REPORT ON TRANSFERS OF APPROPRIATION**

At the July 28, 1992 Board of Supervisors meeting, the Chief Administrative Officer was instructed to provide quarterly reports on all approved "action budget adjustments" (transfers of appropriations within budget units up to \$250,000 per quarter).

Attached is the report listing such action budget adjustments for the period January 1 through March 31, 2002. If you have any questions or require additional information about these transfers, please let me know, or your staff can contact Jackie White of my office at (213) 974-1155.

DEJ:DL  
JW:CH:vyg

Attachment

c: Executive Officer, Board of Supervisors

**APPROVED TRANSFERS OF APPROPRIATION (ACTION BUDGET ADJUSTMENTS)  
JANUARY 1 THROUGH MARCH 31, 2002**

| <b>BUDGET<br/>ADJ. NO.</b> | <b>DESCRIPTION</b>   | <b>JUSTIFICATION</b>  |
|----------------------------|--|---|
| 124                        | Transfer of appropriation (\$46,000) within the Department of Consumer Affairs- Salaries and Employee Benefits to Other Charges.                 | To provide funding to pay for unanticipated judgments and damages. Funds are available in the department's Salaries and Employee Benefits as a result of hiring delays and attrition not related to the hiring freeze.  |
| 125                        | Transfer of appropriation (\$194,000) within the Department of Registrar-Recorder/County Clerk- Salaries and Employee Benefits to Other Charges. | To fund unanticipated claim settlements against the department. Savings in Salaries and Employee Benefits are due to higher than anticipated vacancies.   |
| 131                        | Transfer of appropriation (\$250,000) within the Department of Coroner- Salaries and Employee Benefits to Services and Supplies.                 | To provide one-time funding for computer networking (\$100,000), implementation costs associated with the department's website, Board-ordered E-Commerce, and on-line credit card purchase development (\$75,000), unforeseen CAL-OSHA required repairs (\$50,000) and for contract services cost for development of Housekeeping and Tissue Recovery contracts (\$25,000). Savings in Salaries and Employee Benefits are due to delays in hiring/promotions, attrition, and vacancies in budgeted positions. |
| 132                        | Transfer of appropriation (\$58,000) within the Human Relations Commission- Salaries and Employee Benefits to Services and Supplies.             | Funding necessary for the security action plan. Savings in Salaries and Employee Benefits are due to department's decision to utilize contract staff instead of County employees.   |
| 133                        | Transfer of appropriation (\$3,000) within the Public Defender- Services and Supplies to Fixed Assets- Equipment.                                | To provide funding for the purchase of a photocopier.   |
| 136                        | Transfer of appropriation (\$50,000) within Probation Department- Salaries and Employee Benefits to Services and Supplies.                       | To provide additional appropriation to fund the Vehicle Liability Program administered by the Department. Savings in Salaries and Employee Benefits are due to vacancies.   |
| 139                        | Transfer of appropriation (\$55,000) within the Assessor- Services and Supplies to Other Charges.  | To cover unanticipated expenses associated with the Auto and General Liability claims as well as the Sanwa Bank settlement.   |
| 141                        | Transfer of appropriation (\$248,000) within the Insurance Budget- Other Charges to Services and Supplies.                                       | Transfer is necessary to fund the County's new Risk Management Information System (RMIS) this fiscal year. Prolonged contract negotiations affected the original anticipated start date of the project. Consequently, the payment schedule has now shifted over to span most of fiscal year 2001-02 and 2002-03, as opposed to fiscal year 2000-01 and 2001-02.   |

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JANUARY 1 THROUGH MARCH 31, 2002**

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|----------------------------|--|--|
| 142                        | Transfer of appropriation (\$226,000) from the Board of Supervisors- Services and Supplies to the Sheriff Department- Salaries and Employee Benefits (\$196,000) and Services and Supplies (\$30,000). | Use of Second District discretionary funds by the Sheriff Department for the COPS Program.   |
| 143                        | Transfer of appropriation (\$40,000) within the Department of Animal Care and Control- Services and Supplies to Other Charges (\$10,000) and Fixed Assets- Equipment (\$30,000).                       | To provide funding in Other Charges for additional liability and insurance claims and in Fixed Assets for four used pick-up trucks.  |
| 144                        | Transfer of appropriation (\$50,000) within the Fire Department Lifeguard Program- Services and Supplies to Fixed Assets- Equipment.   | To fund the replacement of the Department's outdated back-up/storage computer equipment for 35 local area network servers. This item was mistakenly budgeted as Services and Supplies.                                       |
| 147                        | Transfer of appropriation (\$162,000) within the Fire Department- Services and Supplies to Fixed Assets- Equipment.  | To fund the replacement of the Lifeguard's paramedic vehicle stationed at the Isthmus and a modular office/trailer unit for the Baywatch Cabrillo operations.  |
| 149                        | Transfer of appropriation (\$32,000) within Emergency Preparedness & Response- Services and Supplies to Fixed Assets- Equipment.   | To provide funds for the purchase of three video projectors for the Situation Room in the County Emergency Operation Center.   |
| 150                        | Transfer of appropriation (\$40,000) within the Auditor-Controller- Salaries and Employee Benefits to Services and Supplies.   | To fund departmental training needs. Savings in Salaries and Employee Benefits are due to higher than anticipated vacancies.   |
| 154                        | Transfer of appropriation (\$90,000) from Los Angeles Superior Court Central District to Los Angeles Superior Court Southwest District.  | To transfer funding for collection enhancement contract costs.   |
| 156                        | Transfer of appropriation (\$11,000) within Military & Veterans Affairs- Other Charges to Services and Supplies.   | To provide funding for the increasing cost of maintenance and related services for the Patriotic Hall.   |
| 163                        | Increase of Intrafund Transfer appropriation (\$65,000) within Public Defender- to Services and Supplies.  | To establish departmental service order (DSO) to provide additional intrafund transfer from the Department of Human Resources for Local 660 Joint Labor Management Training Fund approval.                                   |
| 166                        | Transfer of appropriation (\$211,000) within the District Attorney- Asset Forfeiture Fund- Fixed Assets to Operating Transfer Out.   | To appropriate funding from the Asset Forfeiture Fund to cover costs associated with the various programs in the spending plan.  |
| 169                        | Transfer of appropriation (\$129,000) within the Antelope Valley Rehabilitation Centers- Salaries and Employee Benefits to Services and Supplies.  | This transfer will reduce existing Salaries and Employee Benefits for two wastewater treatment plant operators and increase Services and Supplies to pay the Internal Services Department for wastewater treatment services. |
| 171                        | Transfer of appropriation (\$150,000) within the Department of   | To reclassify appropriation from Fixed Assets- Building and  |

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|----------------------------|---|--|
|                            | Public Works- Fixed Assets-Building and Improvements to Fixed Assets-Land.  | Improvements to Fixed Assets- Land to provide funding for unanticipated additional settlement and in-house labor costs for the Las Flores Mesa tank site in the Waterworks District No. 29, ACO Fund – Malibu.                                       |
| 172                        | Transfer of appropriation (\$200,000) within Probation Department- Services and Supplies to Fixed Assets- Equipment.                            | Transfer of appropriation necessary to complete the purchase of back-up generators for camp facilities. The project was initially split between Services and Supplies and Fixed Assets, but is now handled solely as a Fixed Asset.                  |
| 173                        | Transfer of appropriation (\$250,000) within Public Library- Services and Supplies to Fixed Assets- Equipment.                                  | To fund the purchase of vehicles that have exceeded the replacement criteria.  |
| 174                        | Transfer of appropriation (\$250,000) within the Chief Administrative Office- Salaries and Employee Benefits to Fixed Assets- Equipment.        | To upgrade network servers and to provide the capacity to migrate to a Windows 2000 server based environment. Savings in Salaries and Employee Benefits are primarily due to hiring delays and continued vacancies as a result of the hiring freeze. |
| 175                        | Transfer of appropriation (\$80,000) within the Department of Human Resources- Services and Supplies to Fixed Assets- Equipment.                | To fund additional system hardware costs associated with a Fiscal Year 2001-02 Business Automation Plan (BAP) project to bring the department into compliance with the County's networking standards.  |
| 177                        | Transfer of appropriation (\$249,000) within the Department of Parks and Recreation- Salaries and Employee Benefits to Fixed Assets- Equipment. | To provide sufficient appropriation for various fixed asset items. Savings in Salaries and Employee Benefits are due to vacancies in budgeted positions.   |

Note: Transfers of Appropriation related to the Productivity Investment Fund have been exempted from this report.